

CITY OF SAN ANTONIO

Center City Development & Operations Department



**REQUEST FOR INFORMATION
("RFI")**

for

**DOWNTOWN VALET SERVICE
(RFI 016-050)**

**Date Issued: January 29, 2016
Responses Due: February 29, 2016**

Purpose

The purpose of this Request for Information (RFI) is to enable the City of San Antonio, Center City Development & Operations Department (City) to ascertain the level of interest by Valet service providers for providing valet services within the downtown San Antonio area, to include providing a technology platform that allows for payment and monitors the process from drop-off to pick-up.

Overview

Parking in an urban environment can be a frustrating and inconvenient experience for many reasons. In an effort to expand parking options for visitors to our downtown, the City will advertise an RFI to seek interested parties in providing a parking valet service in downtown San Antonio.

The City is looking for a valet service provider that provides multiple drop-off points and will provide a return service at the customer's specified location. The Valet Service provider must provide a technology platform that at minimum allows for payment and monitors the process from drop-off to pick-up. Valet Service providers currently offer similar services in other cities such as Austin, San Francisco, Seattle and Boston.

Through this RFI, the City intends to gather knowledge to better structure a complete RFP to provide public right of way through a license agreement that can serve as a drop-off and staging areas for vehicles. A through the RFP process, selected vendor, however, will not be limited to these opportunities and may make other contractual arrangements to use private property to serve as drop-off and staging areas. The city has identified 5 areas that can be made available to the vendor for vehicle drop-off and has identified 3 facilities that can provide parking for the vehicle until the driver is ready for his/her car to be delivered.

It is anticipated that all expenses for the valet service will be covered by the selected Valet Service provider awarded as a result of the RFP process. The provider will be allowed to charge parking fees to the general public for use of the valet services, and allocate a portion of the revenues to the City of San Antonio in exchange for the license to provide this service in the downtown area. Additionally, the valet provider may charge for additional services such as car washing and refueling.

Objective

This RFI will identify the following:

- List of potential Valet Service Providers;
- Years of experience operating a valet operation or similar operation within the City of San Antonio or other major cities, in particular the downtown areas. Experience is desired but not required.
- Years of experience providing a Valet Service using a technology platform to pay for services and monitor the process from drop-off to pick-up. Experience is desired but not required.

RESPONDENTS SHALL PROVIDE THE FOLLOWING INFORMATION WITH THEIR SUBMISSION RESPONSE TO THIS RFI:

The City seeks to obtain information for a Smart Phone Application Valet Service for the Downtown area. Respondents shall include with their letter of interest a business profile of the organization with an executive summary of their experience to include the following:

- Company name as registered with the State of Texas, DBA;
- Current Leadership.

- Technology platform for Valet operations in San Antonio or other cities. Please provide contacts for reference.
- “Call-in” options for customers with-out smart phones.
- Valet operations with other municipalities.

Respondents may include other information in the executive summary to establish its profile.

RESPONSE SUBMISSION:

Responses should be submitted in person or by mail to:

Mailing Address:

Center City Development Office
Attn: Jonathan Featherston
RFI for Downtown Valet Service
 400 N. St. Mary’s, Suite 100
 San Antonio, TX 78283

Physical Address:

Center City Development Office
Attn: Jonathan Featherston
RFI for Downtown Valet Service
 400 N. St. Mary’s, Suite 100
 San Antonio, TX 78283

This RFI is posted on the City of San Antonio web page: <http://www.sanantonio.gov/RFPListings/>

Any submissions after February 29, 2016, 3:00 PM CST, will not be accepted.

General Terms and Conditions of the Request for Information (RFI)

1. This is **ONLY a REQUEST FOR INFORMATION (RFI)** and should not be construed as intent, commitment, or promise to enter an agreement with a Respondent.
2. **THIS IS A TWO-STEP PROCESS. THE CITY INTENDS TO SUBSEQUENTLY ISSUE A REQUEST FOR PROPOSAL (RFP). ANY QUALIFIED AND INTERESTED PARTY MAY RESPOND TO THE RFP AND SUBMIT A PROPOSAL WHETHER OR NOT THEY RESPONDED TO THIS RFI.**
3. The City of San Antonio will not be obligated to any Respondent as a result of this RFI. The City is not obligated for any cost incurred by vendors in the preparation of the Request for Information. The City will not pay for any information herein requested nor is liable for any costs incurred by the vendor. For economy of presentation, special bindings, colored displays, promotional materials and the like are not required but if they are presented, the City will not be responsible for this cost.
4. This RFI is being submitted strictly for the purpose of gaining knowledge of the services available on the market that address the purpose of the RFI.
5. The City will review all information and recommendations received to assess interest and establish the RFQ.
6. Confidential or Proprietary Information. All Request for Information responses become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any

public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

7. The City welcomes vendors to submit any pertinent information that the City should consider, including considerations the City has not included in this RFI.
8. At a later time, the City may release its requirements, in whole or in part, to the responses received for this RFI, and pursue a contract through the normal fair competitive bidding process.

A. Respondent Information: Provide the following information regarding the Respondent.

Respondent Name: _____

(NOTE: Give exact legal name.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

B. Contact Information: List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____